Ektron Website Quick Reference

Create, Edit and Delete Hyperlinks

In the Ektron Workarea open any smart form that uses the Link / List system.

To create (add) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon .

Click the plus (+) symbol

Enter the title in the Link / List field and then click the link icon to add the link path.
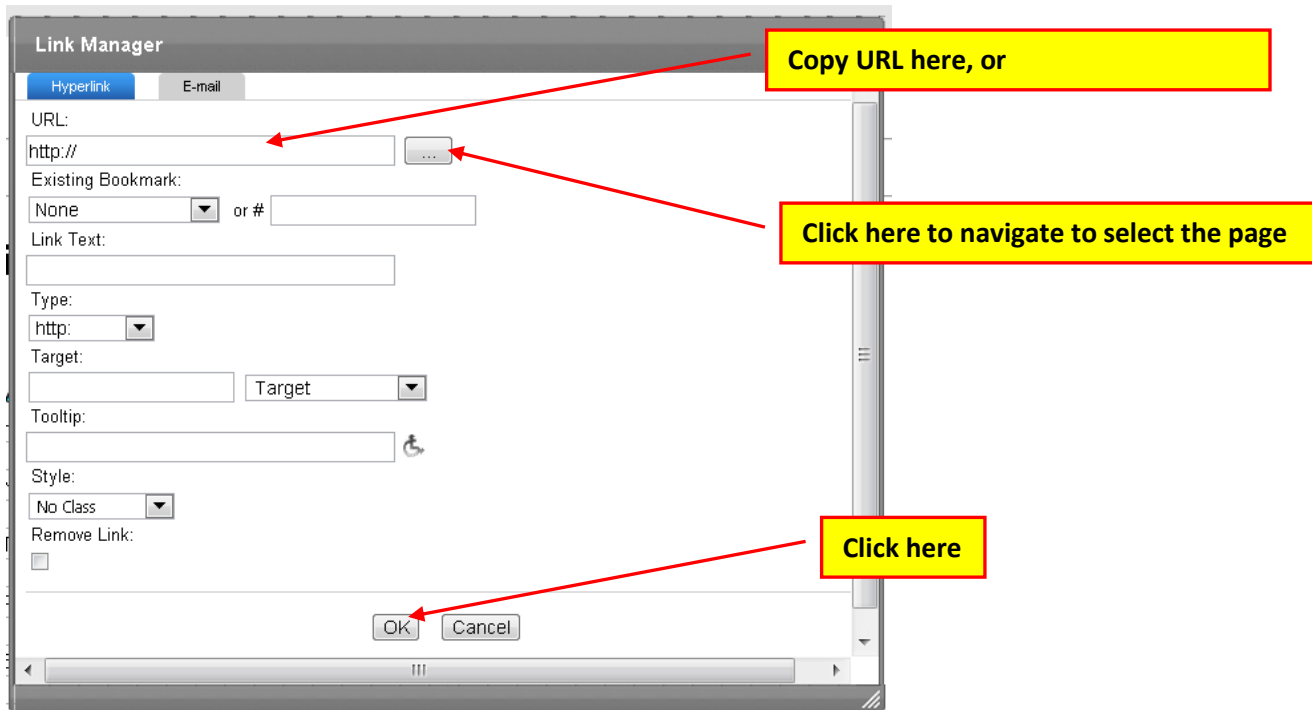
Enter title here

Click here to add the link path

When the Link Manager dialog box appears, enter the following:

1. **Enter the link title in the TOOLTIP field.** The information in this field is used to assist blind and other handicapped individuals who use readers to traverse your site. Accessibility.

2. **Determine where you want the link to open** (target = same window, New window, etc.)

3. **Enter link text.** (Option – you can make this field show the same as the URL path so the file path can be seen without opening the link itself when viewing the page).

4. **Either copy the URL (if link is to an external website) or click the button to the right of the URL field to navigate to select the page, then click OK to save the link information.**

Link Manager	
Hyperlink	E-mail

URL:
`http://` [...]

Existing Bookmark:
None ▼ or # [ ]

Link Text:
[ ]

Type:
http: ▼

Target:
[ ] Target ▼

Tooltip:
[ ] ♿

Style:
No Class ▼

Remove Link:
☐

[OK] [Cancel]

Copy URL here, or

Click here to navigate to select the page

Click here

To Edit (change) a link in Smart Forms

Click the plus (+) symbol to the left of the "ADD LINK" icon ⊞ link **.**

Program Page Smart Form

Style: Style 1 ▾   Page Title: Test - PAGE PROGRAM Template

Content Area

Paragraph

Paragraph Header: [   ]

Paragraph Copy:

- bagel
- muffin

Desc	Qty	Cost
Laptop	1	$600

⊞ link

⊞ paragraph

Click the plus (+) symbol

Click the link icon to change the link path.

Link / List

Title: Central Records

URL: http://nv.gov 🖹

Click here to change the link path

When the Link Manager dialog box appears, highlight the link in the URL field and then either copy or type in the new address, or delete the information in the URL field (use the backspace or delete keys) and click the button to the right of the URL field to navigate to the correct content block or document.

Link Manager

| Hyperlink | E-mail |

URL:
[http://nv.gov] [...]

Existing Bookmark:
[None ▾] or # [   ]

Link Text:
[http://nv.gov]

Type:
[http: ▾]

Target:
[   ] [Target ▾]

Tooltip:
[Central Records] ♿

Style:
[No Class ▾]

Remove Link:
☐

[OK] [Cancel]

Highlight the information in this field

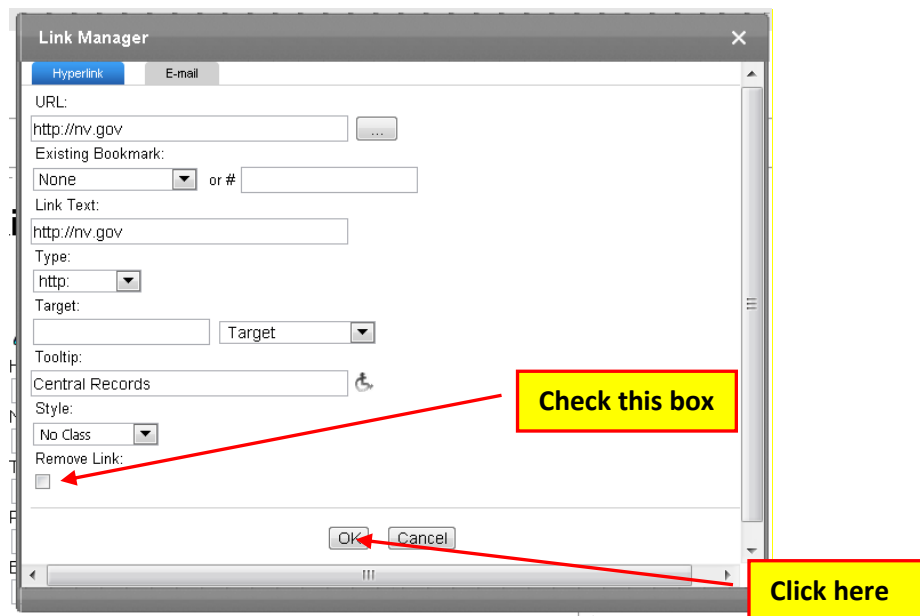**Then, click here to navigate to the content block or document**

To Delete (remove) a link in Smart Forms

Click the link icon to open the link manager dialog box.

Link / List
Title: Central Records
URL: http://nv.gov

Click here to change the link path

Check Remove Link.

Link Manager

Hyperlink | E-mail

URL:
http://nv.gov [...]
Existing Bookmark:
None ▼ or #
Link Text:
http://nv.gov
Type:
http: ▼
Target:
 Target ▼
Tooltip:
Central Records ♿
Style:
No Class ▼
Remove Link:
☐

Check this box

OK Cancel

Click here

To create (add) a link in a paragraph content block or straight html content block

When the smart form or content block does not have a designated Link / List area (like the PAGE Smart Form template), you can create a link in any paragraph field. Click on the Edit Rich Text Area icon to open the field.

Paragraph

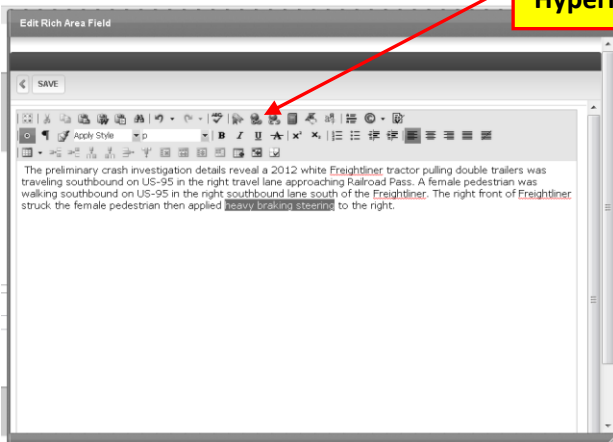Header (optional):

Header Style:
None <h2>

Paragraph:

Click here

Image:

Enter the text, then highlight the words you want to make a link. If the link is to a content block, click on the Hyperlink Manager icon .

Hyperlink Manager Icon
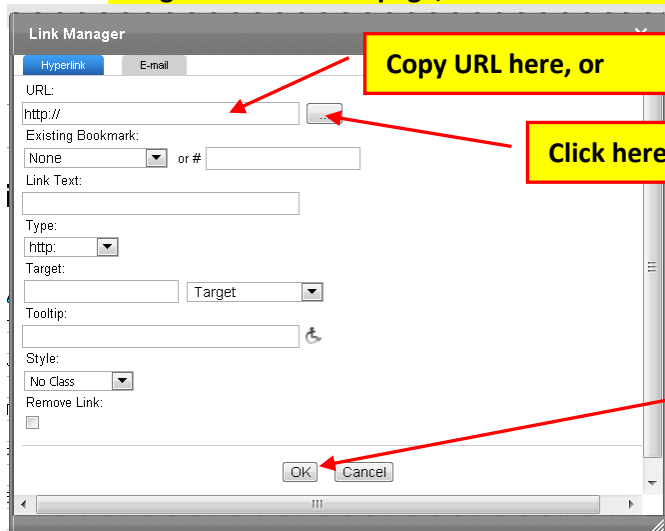
Edit Rich Area Field

SAVE

Apply Style

The preliminary crash investigation details reveal a 2012 white Freightliner tractor pulling double trailers was traveling southbound on US-95 in the right travel lane approaching Railroad Pass. A female pedestrian was walking southbound on US-95 in the right southbound lane south of the Freightliner. The right front of Freightliner struck the female pedestrian then applied heavy braking steering to the right.

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4. **Either copy the URL (if link is to an external website) or click the button to the right of the URL field to navigate to select the page, then click OK to save the link information.**

Link Manager

Hyperlink   E-mail

URL:
http://

Copy URL here, or

Click here to navigate to select the page

Existing Bookmark:
None   or #

Link Text:

Type:
http:

Target:
Target

Tooltip:

Style:
No Class

Remove Link:

Click here

OK   Cancel